Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Self Edit**

*Follow the directions below to ensure the best quality of work within your writing.*

1. Read your speech backwards. Yes, backwards. Read your speech one sentence at a time working from your parting statement to your hook. That way you can focus on spelling, punctuation, and grammar, without being bothered by the ideas and organization.
   1. Spelling errors? Use a dictionary or dictionary.com
   2. Grammar errors? Ask a friend or Mrs. Leal
   3. Punctuation errors? Ask a friend or Mrs. Leal
2. Read only the first sentence of each paragraph. Do you need to make any changes to help with sentence variety? Do you have transitions? Use the list of common transitions below to help make your paragraphs pack a punch.
   1. Likewise also while in the same way like as similarly even though
   2. But still however although on the other hand yet otherwise
   3. Again truly especially for this reason to repeat in fact
   4. To emphasize finally lastly as a result to sum up in conclusion
   5. Therefore all in all because again another also moreover
   6. Additionally as well besides along with
3. Is your speech too long? Too short? Time yourself using the classroom clock, an online timer (I like [www.online-stopwatch.com](http://www.online-stopwatch.com)), or a friend to judge your time. You should be between 3:00-5:00 minutes. Too long? Cut out some of the wordiness. Too short? Beef up your speech with descriptive words, extra details, or a relevant story. You may need to time yourself two to three times to get a feel for its length.